

TAB C

DEPARTMENT OF COMMERCE

Spring Housecleaning Campaign -- May 1958

1. During May 1958 the Department of Commerce conducted a "Spring Housecleaning Campaign" to:

- a. Make a thorough, realistic review of records in every file folder of every cabinet;
- b. Discard valueless material and transfer records to depositories;
- c. Remove from operating areas all unnecessary furniture, supplies, and equipment

2. The Spring Housecleaning Campaign concentrated on:

RECORDS

Removal of records (quota--100,000 cu. ft.)

Release of file cabinets (quota--5% of those on hand)

SPACE

Clean up of work areas

Review and reallocation of space (quota--30,000 sq. ft. reduction)

PERSONAL PROPERTY

Release of property hoarded for possible use.

Salvage of unneeded furniture and equipment

Selection of desks for refinishing.

SUPPLIES

Limiting administrative type supplies to a 30-day supply.

Salvage of all damaged and excess supplies and equipment for repair and reissue.

3. The Spring Housecleaning Campaign was presented and conducted as an opportunity for each office to concentrate time and effort on established policies and procedures neglected because of the press of operating duties. There were no awards or special recognitions.

4. The Campaign was coordinated by the Assistant for Administration and administered by the Office of Administrative Operations. Each Bureau and Office designated a staff member to organize and direct its own campaign.

5. Mr. Leo Gerald, Chief, Records Disposition Division, Office of Administrative Operations, Department of Commerce, stated the campaign was carried out with a minimum of publicity in and outside the Department and followed a conservative approach. To date, the partial reports indicate to him that the campaign was wholly successful and the overall quotas will be exceeded.

On file DOC release instructions apply

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6. Phases of the Campaign were scheduled through May and June. A report on 50% of the participating Bureaus was available as of 15 July 1958. (The final results will not necessarily be double the totals on this report.) A summary of this partial report shows the following results in each area:

(INCOMPLETE RESULTS - 15 JULY 1958)

RECORDS		RESULTS	SAVINGS
(On Hand 1 May --- 579,000 cu.ft.)			
Destroyed		32,176 Cu. Ft.	
Transferred to Repository		<u>31,250</u>	
Total		63,326 Cu. Ft.	
FILES			
Cabinets Released to GSA		330	
Cabinets Returned to Stock		<u>950</u>	
Total		1,280	Value \$57,079
DESKS			
Selected for Refinishing		200	
Number Refinished		100	Value \$11,768
SUPPLIES			
Excess and obsolete equipment & furniture removed from offices for repair or destruction - 10 van loads			
Reissuable supplies returned to stock			Value \$ 4,000
SPACE			
Space surveyed and use reviewed	1,500,000 Sq.Ft.		
Space use changed or improved	110,000 Sq. Ft.		
Space released for reallocation			20,000 sq.Ft.

(REVIEW OF QUOTA FULLFILLMENT)

Bureau	Records Disposed Jan. thru June 1957	Records Disposed for Campaign May 1958	Campaign Quota	Fullfillment -Under/ Over
A	194	200	478	-278
B	13,533	28,258	22,925	/5,333
C	1,167	1,362	7,706	-6,344
D	46	46	33	/13
E	1,009	13,120	10,718	/2,402
F	3,855	11,201	14,071	-2,870
G	<u>3,235</u>	<u>9,139</u>	<u>8,381</u>	<u>/758</u>
Totals 7	23,029	63,326	64,312	-986